

Workshop Summary

This Workshop covers both how to design a PowerPoint presentation and how to deliver it effectively. Effective techniques and tips are given about how to create a high-level, dynamic presentation and communicate your message in a way that is interesting and memorable for the audience.

Who Should Attend

All individuals who need to design and deliver their own presentations to a variety of audiences in a way that ensures a lasting impression – from sales demonstrations, briefings to colleagues, to conference sessions. A working knowledge of the Windows environment is essential.

Workshop Contents

- Saving presentations as different file types
- Embedding fonts
- Working with multiple design templates
- Creating and modifying a presentation in Outline View
- Using multiple slide masters
- Importing and exporting presentations
- Customising graphics and pictures
- Modifying chart data and chart types
- Using slide transition and custom animation
- Inserting and modifying hyperlinks
- Rehearsing a presentation
- Working with action buttons
- Packaging a presentation and creating a custom show
- Sending a presentation for review

Follow Up Workshops

Essential Interpersonal Skills (COM2); Presenting Yourself, Your Work, Your Ideas (COM3); Putting PowerPoint into Practice (CS8)

Any of our Workshops can be tailored and delivered In-Company. Contact us for more details.

Dates On Application

Fee On Application